



**Subject:** Summer Internship - MBAXX13550

**Type of course:** Experiential Learning

**Prerequisite:** Basic knowledge & working etiquettes

**Rationale:**

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

**Teaching and Examination Scheme:**

Teaching Scheme			Credits C	Examination Marks				Total Marks
CI	T	P		Theory Marks		Practical Marks		
				ESE(E)	CA	ESE (V)	CA(I)	
0	0	0	4	0	0	80	20	100

*Legends: CI-ClassRoom Instructions; T – Tutorial/Teacher Guided Theory Practice; P - Practical; C – Credit, CA - Continuous Assessment; ESE - End Semester Examination.*

The duration of internship will be four weeks. It will be during summer semester i.e. after completion of 2<sup>nd</sup> semester and before the commencement of Semester 3<sup>rd</sup> semester.

Following options can be opted by the students:

1. Offline internship in industry - Student is supposed to produce joining letter and relieving letter once the internship is over in case of offline internship in any industry.
2. Online internships – with organizations / institutions those are approved /supported / recommended by the University for Internship (like Internshala etc)

**Report Submission and Evaluation Guidelines:**

- Student has to prepare a detailed report and submit the report to his/her college. A copy of report can be kept in the departments for record.



- Each student must be assigned a faculty as a mentor from the college and an Industry Expert as External Guide or Industry Mentor.
- The evaluation will be of 20 marks for internal component and 80 marks for external Component. I Component (20 marks) will be evaluated by the Faculty Mentor or Internal guide of the students and V Component (80 marks) will be evaluated by faculty member nominated / appointed by the university
- The Internal & the External viva-voce shall evaluate based on:
  - Adequacy of work undertaken by the student
  - Application of concepts learned in previous semesters
  - Understanding of the organization and business environment
  - Analytical capabilities
  - Technical Writing & Documentation Skills
  - Outcome of the project – sense of purpose
  - Utility of the project to the organization
  - Variety and relevance of learning experience
- The presentation by student for Internship should in the presence of all students is desirable
- Student should produce successful completion certificate / letter in case of summer internship in industry.

### Course Outcome:

After learning the course the students should be able to:	
CO1	Acquainted with the industrial environment
CO2	Understand the real time technical / managerial /commercial /Administrative skills required at the job(s).
CO3	Gain experience in writing reports and presentation.
CO4	Develop responsibilities and professional ethics

### General Guidelines for Summer Internship

- Step 1: Request Letter/ Email from the Institute should be collected by students for industry to allot multiple slots of 2/3 weeks during summer semester as Summer Internship period. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the internship.
- Step 2: Industry will confirm the internship slots and the number of seats allocated for internships via confirmation Letter/ Email. In case the students arrange the internship





themselves the confirmation letter will be submitted by the students in the office Institute through respective department.

- Step 3: Students, after joining the Training at the concerned Industry / Organization, has to submit the Joining Letters / Email. (Registration Form)
- Step 4: Students are undergoing for Summer Internship at the concerned Industry / Organization. In between Faculty Member(s) has to evaluate(s) the performance of students once by visiting the Industry/Organization and Evaluation Report of the students needs to be submitted in department office with the consent of Industry persons/ Trainers. (Worksheet Report, Attendance Report)
- Step 5: Students will submit a spiral bound training report & presentation after completion of internship. That may include
- Institute's Certificate
  - Certificate by the Company
  - Formal feedback from the company mentor
  - Executive Summary
  - Organization profile
  - Outline of the problem/task undertaken
  - Research methodology & data analysis (in case of research internship only)
  - Relevant activity charts, tables, graphs, diagrams, AV material, etc.
  - Learning of the student through the project
  - Contribution to the host organization
- Step 6: Training Certificate to be obtained from industry.
- Step 7: List of students who have completed their internship successfully will be maintained by Training and Placement Cell of the Institute.

